Data Compliance, Gateway SDF & Gateway Public Access Site

Department of Local Government Finance

Data Analysis Division

Agenda

- Data Compliance Overview
  - Review Process
  - Compliance Reports (rejections, warnings, etc.)
- AV Allocations
  - Review Process
  - Data Checks
- Gateway SDF
  - Overview
  - Search Function
- Gateway Public Access Site
- Appendix A & B
  - *New* Real Property Checks
  - *New* Personal Property Checks

Review Process and Compliance Reports

Review Process - Real & Personal Property

- Review process is a two-step process:
  - ➢ Fall:
  - Review data for initial compliancy.
  - Data can be deemed "Pending" or "Not Compliant"
    - Pending
      - Best status given in the fall review
      - Submissions will remain in a pending status until the spring review.
    - Not Compliant
      - A submission that is not compliant must be corrected and resubmitted.
  - ➢ Spring:
  - Review data in relation to the TAXDATA file and Abstract received from the county auditor.
  - Data can be deemed "Compliant" or "Not Compliant"
    - Compliant
      - No further action is needed.
    - Not Compliant
      - A submission that is not compliant must be corrected and resubmitted.

Real & Personal Property- Reports

County Property Tax Data Submission to Legislative Services Agency and Dept of Local Govt Finance   Page 1

Summary of Findings

County:
File   Personal Property
Year: 2012 Pay 2013
Vendor:
File Create Date:
File Received:
Report Date: 12/11/2012

Status:

REJECTIONS: Identified items that must be corrected with a new submission in order for data set to be compliant

1
2
3

WARNINGS: Identified items that should be reviewed and must be corrected for the 2013 Pay 2014 personal property data submission

1
2
3

NOTES: Additional comments regarding submission

1
2

Review Process – Sales Disclosure Data

- Review process <u>can</u> be a two-step process:
  - ➤ Spring:
- Data can be deemed "Pending" "Compliant" or "Not Compliant"
  - Pending
    - Sales will stay in a "Pending" status until real property is compliant
      - Real property is currently "Not Compliant" from the fall review
      - Sales will be re-reviewed with the "Compliant" real property data and be given a final status of "Compliant" or "Not Compliant"
  - Not Compliant
    - A submission that is not compliant must be corrected and resubmitted.
  - Compliant
    - No further action is needed

Sales Disclosure Data – Compliance Reports

- Compliance report displays the summary of our findings.
  - Sales Status (Row 3)
  - Compliant/Not Compliant/ Pending
  - Percentage of Missing Critical Data (Row 10)
  - Percentage of SDF Revenue Received (Row 20)

2011 Sale Disclosure Data Review

#			
1	County Name (Number):	Date of Report:	
	xxxx(#)	X/X/2011	
2	Date Received:		
3	2011 Sales Status:		
4	Corrections Required for Future Submittals:		
5	Comments:		
6	2011 Sales Review Period: 1/1/2011 to 2/29/2012		
	Missing Critical Data		
	2011 Sales Review - 14 Months (1/1/2011 - 2/29/2012)		
7	Total SDF forms reported:		
8	Total non-exempt for valuable cons SDF forms reported:		0
9	Total SDF forms reported for trending:		
10	Percentage of Missing Critical Data:		#DIV/0!
	Number of non-exempt SDF missing critical data, duplicates and invalid multi parcels --see attached detail:		
11	Single-Parcel Sales		
12	Multi-Parcel Sales		
13	Number of Duplicates:		
14	Number of Unique Sales:		
15	Number of Invalid Multiple Parcel Entries:		
	Splits Reported in File		
16	Number of Splits Reported:		0
	Revenue Check		
	2011 Sales Review - 12 Months (1/1/2011 - 12/31/2011)		
17	Total SDF forms reported:		
18	Total non-exempt/for valuable cons SDF forms reported:		0
19	Total SDF forms reported for trending:		
20	Percentage of SDF Revenue Received:		#DIV/0!
21	Adjusted Percentage Received: (subtracting records missing critical data, duplicates and/or invalid multiple parcels)		#DIV/0!
	Number of non-exempt SDF missing critical data, duplicates and invalid multi parcels --see attached detail:		
22	One Parcel Sales		
23	Multi-Parcel Sales		
24	Number of Duplicates:		
25	Number of Unique Sales:		
26	Number of Invalid Multiple Parcel Entries:		
	Valid for Trending		
27	Valid for trending as a % of Total SDF forms reported:		#DIV/0!

Data Compliance - All Reports

- **Rejection Items**
  - Warrant a <u>not compliant</u> status
    - Discrepancies that are sufficient to warrant a rejection of the data file for the year submitted
  - Problem must be identified and process corrected
  - Corrected data file(s) must be submitted
- **Warning Items (Sales: *"Corrections required for future submittals")***
  - Discrepancies not sufficient to warrant a rejection of the data file for the year submitted
  - May result in rejection next year if problem remains
- **Notes**
  - Additional comments regarding the submission

Compliance Reports - Helpful Tips

- Tips for getting the most from data compliance reports
    - What needs to be corrected? What should I do?
    - Read through all rejections and warnings
        - Correct all rejection items for that year
        - Review and correct all warning items for the next year
    - Work through the Excel Workbook in conjunction with the report
        - An Excel Workbook with the records in question is sent along with the report
        - Each tab of the workbook corresponds to a rejection and/or warning on the compliance report
    - Review the Overall Data Summaries
        - Real/Personal
            - Is the Gross AV correct? Number of records seem reasonable? Any potential issues you might see for the spring review with the county abstract and auditor's TAXDATA file?
        - Sales
            - Valid for trending look OK. Number of records seem reasonable?
    - Review any supporting documentation

Compliance Reports - FAQ

- Q1: I receive the same warning, regarding the same parcels, on my compliance report every year. How am I suppose to handle these?
- A1: For some of the data checks (for example: PERSPROP vs. POOLDATA, special tooling records; property class code not corresponding with the owner's name; govt owned parcel contains AV because a portion of the property is rented) there is not enough information in the data files for the Department to verify these types of records.
- The Department recommends the county to supply a spreadsheet containing a list of these records to the Department along with their data submission. If you continually receive the same warning on the report, and you have addressed these records before, it is just a matter of recognizing and verifying that these are correct. If they are correct, no further action is needed.

Data Compliance - FAQ

- Q2: My data has been deemed "Not Compliant". Do I have to submit a new data extract or can I send in an explanation for the issues?

- A2: It depends on the not compliant issues. The Department reviews the real and personal property data jointly with LSA, you are always welcome to send in the explanation; however, there is no guarantee that a corrected dataset won't be needed. The Department and LSA will discuss the explanation and the county will be notified if a new data extract is necessary.

Data Compliance - FAQ

- Q3: My data has been deemed "Compliant," do I still need to explain my warnings?

- A3: No, the warnings are issues that need to be addressed for the next pay year. The county does not need to notify the Department about the corrections to any warnings but the county should address these issues internally.

Data Compliance - What's next?

- Real Property
  - New compliance checks beginning with the <u>2013 Pay 2014 real property data submissions</u>. These checks are in addition to the current data checks.
  - Additional LAND & IMPROVE file checks
  - Simple DWELLING, BUILDING, & BLDDETL file checks
    - More information regarding these data checks can be found in Appendix A.
- Personal Property
  - New compliance checks beginning with the <u>2013 Pay 2014 personal property data submissions</u>.
    - More information regarding these data checks can be found in Appendix B.
- Oil and Gas Files
  - The Department has revised the file formats for the oil and gas files beginning with the Pay 2014 submissions.
  - The Department plans to implement data compliance checks with these files.
- Mobile Files
  - The Department plans to implement data compliance checks on the MOBILE files, beginning with the 2013 Pay 2014 submissions. Information regarding these checks is forthcoming.

Property Class Codes
&
Assessed Value Allocations

Compliance Checks - Allocations

- For the Fall review, the Department compares the property class code of each parcel to the parcel's AV bucket allocation within the PARCEL file.

- For the Spring review, using the property class code from the assessor's PARCEL file, the Department compares the property class code of each parcel to the parcel's AV bucket allocation in the TAXDATA file.

- The next set of slides summarize the Department's expected AV bucket allocation by property class code for each different property type and/or group.

Compliance Checks - Allocations

- Based on the property class code assigned to a particular parcel, the Department would expect AV to be allocated to certain AV buckets.
  - For example, we would expect commercial apartments (property class code 401 – 403) to contain AV in the Commercial Apartment Subject to 2% fields.

- Likewise, there are certain AV buckets the Department would expect to be empty for certain property classes.
  - For example, we would not expect to see AV in the Long Term Care Subject to 2% fields for records that carry an industrial property class code (300-399).

Compliance Checks - Allocations

- All discrepancies will be noted on the compliance report. A significant number of discrepancies will result in a rejection of the data.
- Changes made to the AV bucket allocations must be resolved immediately via Correction of Error or Assessment Adjustment.
- All changes need to be noted/explained on the spreadsheet and returned to the Department.
- Completed spreadsheets should be sent to data@dlgf.in.gov.
- For example, if a change is made to a property class code, the notes in the spreadsheet should contain the updated property class code.

Property Class Types

Property Class Codes:

- ➢ 100 – 199: Agricultural
- ➢ 200: Mineral
- ➢ 300 – 399: Industrial
- ➢ 400 – 499: Commercial
- ➢ 500 – 599: Residential
- ➢ 600 – 669: Exempt – Government Owned
- ➢ 670 – 699: Exempt – Non Government Owned
- ➢ 800 – 875: Local/State Assessed Property

Agricultural Properties

100 – 199: Agricultural

    PCC 100:

- Must have Farmland 2%
- Could have Land 1%, NHRL 2%, and Land 3%

    PCC 101:

- Must have Farmland 2%
- Should have Land 3% and Improvements 3%
- Could have Land 1%, Improvements 1%, NHRL 2%, and NHRI 2%

    PCC 102 thru 120:

- Must have Improvements 3%
- Should have Farmland 2% and Land 3%
- Could have Land 1%, Improvements 1%, NHRL 2%, and NHRI 2%

    PCC 141:

- Should have Land 1%, Improvements 1%, NHRL 2%, NHRI 2%, Farmland 2%, MH Land 2%, Land 3%, and Improvements 3%

Agricultural Properties (cont.)

100 – 199: Agricultural

PCC 149:

- Should have Land 1%, NHRL 2%, Farmland 2%, MH Land 2%, Land 3%, and Improvements 3%
- Could have Improvements 1% and NHRI 2%

PCC 198:

- Must have Improvements 3%
- Could have Improvements 1% and NHRI 2%

PCC 199:

- Must have Improvements 3%
- Should have Farmland 2% and Land 3%
- Could have Land 1% and NHRL 2%

Mineral Properties

200: Mineral

PCC 200:

- Must have Land 3%
- Should have Improvements 3%

Industrial Properties

300 – 399: Industrial

    PCC 300:

- Must have Land 3%
- Could have Farmland 2%

    PCC 309 – 390 and 399:

- Must have Land 3%
- Should have Improvements 3%

    PCC 398:

- Must have Improvements 3%

Commercial Properties

400 – 499: Commercial

PCC 400:
- Should have Land 3%
- Could have Farmland 2%

PCC 401:
- Must have Apartment Land 2%, Apartment Improvements 2%
- Could have NHRL 2% and NHRI 2%, Land 3% and Improvements 3%

PCC 402 and 403:
- Must have Apartment Land 2% & Apartment Improvements 2%,
- Could have NHRL 2% and NHRI 2%, Land 3% and Improvements 3%

Commercial Properties (cont.)

400 – 499: Commercial

    PCC 409:

- Should have Land 3%

    PCC 410 – 411, 416, 420 – 442, 444 – 465, 467, 480 – 496, and 499:

- Should have Land 3% and Improvements 3%

    PCC 412:

- Must have Long Term Care 2% and Long Term Care Improvements 2%
- Could have Land 3% and Improvements 3%

    PCC 415:

- Must have Mobile Home Land 2%
- Could have Land 1%, Improvements 1%, NHRL 2%, and NHRI 2%, Land 3% and Improvements 3%

Commercial Properties (cont.)

400 – 499: Commercial

    PCC 419:

- Should have NHRL 2% and NHRI 2%
- Could have Land 1%, Improvements 1%, Land 3%, and Improvements 3%

    PCC 443, 466, and 468:

- Must have Land 3%
- Should have Improvements 3%

    PCC 469:

- Must have Improvements 3%
- Should have Land 3%

    PCC 498:

- Should have Improvements 3%

Residential Properties

500 – 599: Residential

    PCC 500 – 505:

- Must have Land 3%
- Could have Land 1%, NHRL 2%, and Farmland 2%

    PCC 509:

- Should have Land 3%
- Could have Land 1%, NHRL 2%, and Farmland 2%

    PCC 510, 520 – 521, 530 – 531, and 550 – 551:

- Should have Land 1%, Improvements 1%, NHRL 2%, NHRI 2%, Land 3%, and Improvements 3%

Residential Properties (cont.)

500 – 599: Residential

    PCC 511:

- Should have Land 1%, Improvements 1%, NHRL 2%, NHRI 2%, Land 3%, and Improvements 3%
- Could have Farmland 2%

    PCC 512 – 515:

- Must have Land 3%
- Should have Improvements 3%
- Could have Land 1%, Improvements 1%, NHRL 2%, NHRI 2%, and Farmland 2%

    PCC 522 – 525, 532 – 535, and 552 – 555:

- Must have Land 3%
- Should have Improvements 3%
- Could have Land 1%, Improvements 1%, NHRL 2%, and NHRI 2%

Residential Properties (cont.)

500 – 599: Residential

PCC 540 and 541:

- Should have Land 1%, NHRL 2%, Land 3%, and Improvements 3%
- Could have Improvements 1%, NHRI 2%, and Farmland 2%

PCC 542 – 545:

- Must have Land 3%
- Should have NHRL 2%, Land 3%, and Improvements 3%
- Could have Improvements 1%, NHRI 2%, and Farmland 2%

PCC 556 and 599:

- Should have Land 3% and Improvements 3%
- Could have Could have Land 1%, Improvements 1%, NHRL 2%, and NHRI 2%

Residential Properties (cont.)

500 – 599: Residential

PCC 557:
- Should have NHRL 2% and NHRI 2%
- Could have Land 1%, Improvements 1%, Land 3%, and Improvements 3%

PCC 558:
- Could have Land 1%, Improvements 1%, NHRL 2%, NHRI 2%, Apartment Land 2%, Apartment Improvements 2%, Land 3%, and Improvements 3%

PCC 590 – 591:
- Should have Land 1%, NHRL 2%, Land 3%, and Improvements 3%
- Could have Improvements 1%, NHRI 2%, and Mobile Home Land 2%

PCC 598:
- Should have Improvements 1%, NHRI 2%, and Improvements 3%

Utility Properties

800 – 875: Local/State Assessed Property

    PCC 800 – 875:

- Should have Land 3% and Improvements 3%

AV Allocations - FAQ

Q1: I have reviewed the parcels in question and they are all split use parcels that are allocated correctly.

A1: The Department acknowledges that there are split use parcels that may have appropriate AV bucket allocations beyond those that would be expected. By reviewing the information in the data files, the Department is unable to determine whether the AV is in an unexpected bucket because of split-use characteristics or because of an error.

AV Allocations - FAQ

Q2: How do I determine which property class code to use on a split use parcel?

A2: The property class code should reflect the primary use of the property.

Gateway SDF

Gateway SDF - Homepage

Gateway SDF

- What is Gateway SDF?
  - Online portal for sales disclosure records
    - Single Form Entry
      - Counties that use the state-provided sales disclosure system.
      - Allows users to complete a SDF online and prepare a PDF copy that can be printed and signed.
    - Upload Application
      - Counties that use a third party vendor for their sales disclosure processing.
    - Public Search and FAQ
      - Public search application for post July 2008 sales disclosure records.

Gateway SDF - Homepage

New and returning users can log into Gateway SDF by clicking one of the links.

Gateway INDIANA
for government units

Sales Disclosure Form
An *Information for Indiana* Data Site

Welcome to the Sales Disclosure Application

New Users
Get started by creating a Gateway SDF account.

Returning Users
Already have an account? Login.

Gateway SDF User Guide
Learn how to get started and navigate through Gateway SDF.

FAQ
Frequently asked questions regarding the sales disclosure form.

Search Database
Search the state's sales disclosure database.

Find How to File
Counties in Indiana choose the method of filing
County: --Select One--

Gateway SDF Video Tutorial
Learn how to enter a sales disclosure form in Gateway SDF.

Find PDF
Search by SDF ID to view a PDF copy of a sale disclosure form.

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the Indiana Department of Local Government Finance and the State Board of Accounts. It is maintained by the Indiana Business Research Center as part of the Information for Indiana Initiative.

Email
· DLGF
(GatewaySDF@dlgf.in.gov)

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Gateway SDF – Single Form Entry

- Users sign in under their user account to create and submit a sales disclosure form.

  - Having a user account allows the user:

    1.) to view and have a record of all SDFs they have entered/submitted, and

    2.) the flexibility to save a SDF but not officially submit a record.

- Currently 19 counties utilize the single form entry application.

Gateway SDF – File Upload

- Counties that use a vendor system for their sales disclosure processing will upload their sales data via the Gateway SDF File Upload.

    - New records as well as records that have been updated/changed, need to be included in the file uploads.

        - The file upload will replace the old record with the most current record.

Gateway SDF – Frequency of Submission

- Data is to be entered into Gateway SDF in an on-going process throughout the year.
  - Single Form Entry
    - If using Gateway SDF for sales processing, data should be entered throughout the year as SDFs are received.
  - File Upload
    - If using a third-party vendor for sales disclosure tracking, the county should be submitting updated sales files via Gateway SDF on a weekly basis.
  - These files then become publicly accessible via the Gateway SDF Search Application.

Gateway SDF – FAQ

A user can access the Frequently Asked Questions (FAQ) section of Gateway SDF by clicking the FAQ link found on the main page.

This will cause a new page to open which contains questions and answers separated by topics per the tabs at the top of the page.

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Gateway SDF – FAQ

When a user clicks on one of the FAQ tabs, a list of FAQs pertaining to the tab heading will appear on the screen.

The user can retrieve the answer to a question by clicking on the question. The answer will then appear below the question.

INDIANA Gateway for government units

Sales Disclosure Form
An *Information for Indiana* Data Site

Login | Main | **FAQ** | Password Recovery | Create User | Search | Lookup

Filing the Form | Signing the Form | Deductions on the SDF | County Assessors and Auditors

When must an SDF be submitted?

When is an SDF not required?

Where do I file an SDF?

Is there a fee to submit an SDF?

Which Conditions on the SDF form trigger a filing fee?

Were can I find an electric copy of the SDF form?

How many parcels can be submitted on one form?

If two parcels are separated by a road, are they considered contiguous?

If you are preparing an SDF and the property has 13 parcels where do you list the additional 11 parcels? The form only has room for two parcel numbers, Part 1 boxes A and B.

If all the contiguous parcels are on one form, do I have to split the value?

I have a transaction that requires three different SDFs because the parcels are not contiguous, but they were all sold for one price in one transaction. How do I split the value?

Gateway SDF – FAQ

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Sales Disclosure Form
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Login | Main | FAQ | Password Recovery | Create User | Search | Lookup

Filing the Form | Signing the Form | Deductions on the SDF | County Assessors and Auditors

When must an SDF be submitted?

When a transfer of a real property interest is made for valuable consideration, a form must be submitted, regardless of whether any conditions apply. Even if a transfer is made without consideration but any of conditions B(12) through and including B(15) on the form apply, a form must be submitted. If a transfer is made without consideration and none of the conditions B(12) through and including B(15) apply, then no form need be submitted (and thus there is no fee to pay).

When is an SDF not required?

Where do I file an SDF?

Is there a fee to submit an SDF?

Gateway SDF – Resources

A user may also access the Gateway SDF User Guide and Instruction Video Tutorial by clicking the appropriate links found on the main page.

Gateway SDF – Resources

User can find out how counties would like an SDF filed by using the "Find How to File" link on the main page.

The user would select the county for which the SDF is to be filed and the system will let them know if that county uses Gateway SDF or requires a paper submission.

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Gateway SDF
Search Function

Gateway SDF - Search Function

The search function in Gateway SDF can be accessed by clicking the link found on the main page of the SDF website.

Gateway SDF - Search Function

Login | Main | FAQ | Password Recovery | Create User | Search | Lookup

SDF Online Search

SDF ID:	__-___-_____
Year:	All Years
County:	Adams
Parcel #:	__-__-__-___-___-___
Buyer's Name (first, last, company):	
Seller's Name (first, last, company):	
Preparer's Name (first, last, company):	
Parcel Address:	
Zip Code:	
Tax District:	
Sales Price (Min, Max):	
Conveyance Date (Min, Max):	
Sale Date (Min, Max):	
Date Received (Min, Max):	
Transfer Date (Min, Max):	
Valid for Trending:	All
Property Class (Choose Range):	All

Search   Export to Excel   Clear Fields

The SDF online search page allows you to search for properties by using a variety of different criteria.

We will visit these one by one but you may use different combinations to find the information you need.

Gateway SDF - Search Function

SDF Online Search

SDF ID:	__-__-_____
Year:	All Years
County:	Adams
Parcel #:	__-__-__-___-___-___
Buyer's Name (first, last, company):	
Seller's Name (first, last, company):	
Preparer's Name (first, last, company):	
Parcel Address:	
Zip Code:	
Tax District:	
Sales Price (Min, Max):	
Conveyance Date (Min, Max):	
Sale Date (Min, Max):	
Date Received (Min, Max):	
Transfer Date (Min, Max):	
Valid for Trending:	All
Property Class (Choose Range):	All

Search   Export to Excel   Clear Fields

The easiest way to search the database, if you have the SDF ID number available, is by using the SDF ID option.

To search using this option you would simply enter the SDF ID number, select the appropriate county, and click on the Search button.

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Gateway SDF - Search Function

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Sales Disclosure Form An *Information for Indiana* Data Site

SDF Online Search

SDF ID:	_ _ - _ _
Year:	All Years ▼
	All Years
	2013
County:	2012
	2011
Parcel #:	2010
	2009
Buyer's Name (first, last, company):	2008
Seller's Name (first, last, company):	
Preparer's Name (first, last, company):	
Parcel Address:	
Zip Code:	
Tax District:	
Sales Price (Min, Max):	
Conveyance Date (Min, Max):	
Sale Date (Min, Max):	
Date Received (Min, Max):	
Transfer Date (Min, Max):	
Valid for Trending:	All ▼
Property Class (Choose Range):	All ▼

[Search] [Export to Excel] [Clear Fields]

For any additional search options you will need to enter the year and county name. You may search by year ranging from 2008 thru 2013, or you may search all years.

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Gateway SDF - Search Function

For any additional search options you will need to enter the year and county name.

Gateway SDF - Search Function

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Sales Disclosure Form
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Login | Main | FAQ | Password Recovery | Create User | Search |Lookup

SDF Online Search

SDF ID:	__ - ____ - _____
Year:	All Years
County:	Adams
Parcel #:	__ - __ - __ - __ - ___ - __ -
Buyer's Name (first, last, company):	
Seller's Name (first, last, company):	
Preparer's Name (first, last, company):	
Parcel Address:	
Zip Code:	
Tax District:	
Sales Price (Min, Max):	
Conveyance Date (Min, Max):	
Sale Date (Min, Max):	
Date Received (Min, Max):	
Transfer Date (Min, Max):	
Valid for Trending:	All
Property Class (Choose Range):	All

Search   Export to Excel   Clear Fields

If you have the parcel number available, you may also search using that information.

Gateway SDF - Search Function
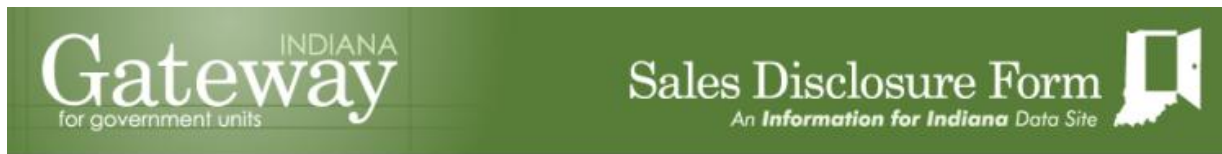
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for government units

Sales Disclosure Form
An *Information for Indiana* Data Site

Login | Main | FAQ | Password Recovery | Create User | Search |Lookup

SDF Online Search

Field	Value
SDF ID:	__-____-_____
Year:	All Years
County:	Adams
Parcel #:	__-__-__-___-___-__
Buyer's Name (first, last, company):	
Seller's Name (first, last, company):	
Preparer's Name (first, last, company):	
Parcel Address:	
Zip Code:	
Tax District:	
Sales Price (Min, Max):	
Conveyance Date (Min, Max):	
Sale Date (Min, Max):	
Date Received (Min, Max):	
Transfer Date (Min, Max):	
Valid for Trending:	All
Property Class (Choose Range):	All

Search   Export to Excel   Clear Fields

Another easy way to search is by using the names of the buyer, seller, or even the preparer.

For example, you may search for all sales within Adams County for buyers with the last name of Smith. New to this function is the ability to search by company name.

Gateway SDF - Search Function

Other search options include searching by Tax District, Sales Price, Conveyance Date, Sale Date, Date Received, and Transfer Date within a selected county.

Gateway SDF - Search Function

Logout |Main | Change Password | FAQ | Search

SDF Online Search

SDF ID:

Year: 2012

County: Marion

Parcel #:

Buyer's Name (first, last, company):

Seller's Name (first, last, company):

Preparer's Name (first, last, company):

Parcel Address:

Zip Code:

Tax District:

Sales Price (Min, Max): 50000   75000

Conveyance Date (Min, Max):

Sale Date (Min, Max):

Date Received (Min, Max):

Transfer Date (Min, Max):

Valid for Trending: All

Property Class (Choose Range): All

Search   Export to Excel   Clear Fields

In this example we will look at sales for Marion County in 2012 between $50,000 and $75,000.

1. Select 2012 from the Year dropdown box.
2. Select Marion from the County dropdown box.

3. In the Sales Price (min, max) enter 50000 and 75000; do not enter a decimal point or additional zeros (.00).

Gateway SDF - Search Function

Gateway INDIANA
for government units

Sales Disclosure Form
An *Information for Indiana* Data Site

Logout |Main | Change Password | FAQ | Search

SDF Online Search

Field	Value
SDF ID:	_ - _ - _
Year:	2012
County:	Marion
Parcel #:	_ - _ - _ - _ - _ - _ - _
Buyer's Name (first, last, company):	
Seller's Name (first, last, company):	
Preparer's Name (first, last, company):	
Parcel Address:	
Zip Code:	
Tax District:	
Sales Price (Min, Max):	50000 75000
Conveyance Date (Min, Max):	
Sale Date (Min, Max):	
Date Received (Min, Max):	
Transfer Date (Min, Max):	
Valid for Trending:	All
Property Class (Choose Range):	All

Search   Export to Excel   Clear Fields

Once you have entered your criteria for your search you have two options on how to view the results, the Search and the Export to Excel buttons. We will look at the Search button results first.

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Gateway SDF - Search Function

Parcel Number	Parcel Address	Buyer	Seller	Sales Price	
49-01-21-135-006.000-400	8168 Shorewalk Dr Indianapolis IN 46236-8613	• FEDERAL HOME LOAN MORTGAGE CORPORATION	• SHERIFF JOHN LAYTON	$74,648.77	Details
49-11-05-117-255.000-901	612 North Somerset Avenue Indianapolis IN 46222	• MIDFIRST BANK BUSINESS	• JOHN LAYTON	$64,641.24	Details
49-07-34-118-012.000-701	5349 East 20th Place Indianapolis IN 46218	• MIDFIRST BANK BUSINESS	• JOHN LAYTON	$67,127.23	Details
49-06-22-114-043.000-101	1446 West 33rd St. Indianapolis IN 46208	• MIDFIRST BANK BUSINESS	• JOHN LAYTON	$63,947.83	Details
49-07-20-105-074.000-101	3731 N Tacoma Ave Indianapolis IN 46218-1147	• BANK OF AMERICA, N.A., AS TRUSTEE FOR MORTGAGE PASS-THROUGH CERTIFIC	• SHERIFF JOHN LAYTON	$52,721.81	Details
49-10-28-113-130.000-502	221 South 2nd Avenue Beech Grove IN 46107	• FEDERAL HOME LOAN MORTGAGE BUSINESS	• JOHN LAYTON	$56,390.40	Details
49-12-12-114-006.000-900	79 South Whitcomb Avenue Indianapolis IN 46241	• US BANK NATIONAL ASSOCIATION BUSINESS	• JOHN LAYTON	$70,504.0	Details

1 of 344 >>

The results from the query are displayed with the Parcel Number, Parcel Address, Buyer and Seller information, and Sales Price visible. For additional information about a particular SDF simply click on the Details button to the right of the SDF.

Gateway SDF - Search Function

Parcel Number	Parcel Address	Buyer	Seller	Sales Price	
49-01-21-135-006.000-400	8168 Shorewalk Dr Indianapolis IN 46236-8613	• FEDERAL HOME LOAN MORTGAGE CORPORATION	• SHERIFF JOHN LAYTON	$74,648.77	Details

AV Land:	14,900.00	AV Total:	93,200.00
AV Improvement:	78,300.00	Property Class Code:	550
Neighborhood Code:	461172134	Taxing District:	400
Parcel Acreage:		Title Company Name:	FEIWELL & HANNOY, P.C.
Sale Date:	01/06/2012	Date Received:	01/23/2012
Conveyance Date:	01/06/2012	Transfer Date:	01/23/2012
State Assigned SDF-ID:	49-2011-1819220		

View PDF

Once you have clicked the Details button, an expanded view of the Parcel will be displayed. Basic information about the SDF can be viewed.

Gateway SDF - Search Function

Parcel Number	Parcel Address	Buyer	Seller	Sales Price	
49-01-21-135-006.000-400	8168 Shorewalk Dr Indianapolis IN 46236-8613	• FEDERAL HOME LOAN MORTGAGE CORPORATION	• SHERIFF JOHN LAYTON	$74,648.77	Details

AV Land:	14,900.00	AV Total:	93,200.00	
AV Improvement:	78,300.00	Property Class Code:	550	
Neighborhood Code:	461172134	Taxing District:	400	
Parcel Acreage:		Title Company Name:	FEIWELL & HANNOY, P.C.	
Sale Date:	01/06/2012	Date Received:	01/23/2012	
Conveyance Date:	01/06/2012	Transfer Date:	01/23/2012	
State Assigned SDF-ID:	49-2011-1819220			

View PDF

If additional information about or a hard copy of the SDF is needed, you can click the View PDF button. This will bring up a PDF version of the completed SDF as filed.

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Gateway SDF - Search Function

| 49-10-28-113-130.000-502 | 221 South 2nd Avenue Beech Grove IN 46107 | • FEDERAL HOME LOAN MORTGAGE BUSINESS | • JOHN LAYTON | $56,390.40 | Details |
| 49-12-12-114-006.000-900 | 79 South Whitcomb Avenue Indianapolis IN 46241 | • US BANK NATIONAL ASSOCIATION BUSINESS | • JOHN LAYTON | $70,504.00 | Details |

1 of 344   >>

The only downside to using the search function is when you are searching for a particular SDF but don't have the SDF ID, Parcel Number, or Buyer/Seller Information. The Search button function results can be over a large number of pages.

Gateway SDF - Search Function

The other option for viewing the query results is to export them into an Excel spreadsheet by using the Export to Excel button.

Gateway SDF - Search Function

The results are opened in Excel which allows the user to sort or filter the information as needed.

Gateway SDF - Search Function

Another option for the search function is to use the "Find PDF" link on the main page.

Please note: If using this method to view an SDF that was already filed you must have the SDF ID number available.

Gateway SDF - FAQ

- Q1: When I try to search by SDF ID, I do not get any results. What am I doing wrong?

- A1: When you search by SDF ID, make sure that you have selected the county you are searching in from the county dropdown.

Gateway SDF - FAQ

- Q2: I use a third-party vendor for my sales disclosure processing. I received a file called "SDF_Lookup " along with my compliant sales files. What is this file? Why was it sent to me?

- A2: Gateway SDF generates a unique SDF ID for each sale that is uploaded to the application. This state generated SDF ID is the number that is tracked and reported in the state's database and this is the SDF ID that is exported in your files for review. The file is to be used as a reference and contains a list of all the state SDF IDs along with their corresponding vendor IDs.

Gateway SDF – What's Next?

- Changes to the File Upload
  - More summary reporting
    - Number of records "uploaded" &"updated"
    - Upload "completed" message
  - Error reporting
    - Which records had an error?
    - What are the errors and why?
- Changes to the Public Search
  - Data file download
    - Page on Gateway SDF that will allow you to download your three sales files (SALEDISC, SALECONTAC, SALEPARCEL) for a given data range.

Gateway Public Access Site

Gateway – Overview

- Gateway collects and provides access to information about how taxes and other public dollars are budgeted and spent by Indiana's local units of government.
- Local units of government submit data to certain state agencies online.
  - Specifically, local officials submit budget forms and debt reports to the Department via Gateway. Annual financial reports and employee compensation reports to the State Board of Accounts are submitted via Gateway.
- Submitted information is immediately available for review by state agencies and is accessible online by the public shortly thereafter.
  - We will focus on the Gateway Public Access Site.

Gateway Public Access Site - Main

https://gateway.ifionline.org/

Gateway Public Access Site - Main

New reports as well as the most popular reports can be accessed from the main Gateway Public Site.

Gateway Public Access Site - Main

- There are two main sections in the Gateway Public Site
  - Report Builder
  - Data Download

Gateway Public Access Site - Report Builder

Select by Report Type

Green = submitted to the Department of Local Government Finance (DLGF)   **Red** = submitted to the State Board of Accounts (SBOA)

Annual Financial Report

Multiple reports detail the receipts and expenditures of each local government unit, reflecting income and expenditures for a full calendar year. The primary purpose is to assist in the auditing of government units.

Assessed Value

The Certified Net Assessed Value (CNAV) data provides information on the tax base.

Budgets

Every local government unit with authority to levy a property tax must submit a budget for the coming calendar year to the Indiana Department of Local Government Finance, which has the responsibility to review and certify budgets and set tax levies and tax rates.

Debt Management

These reports help the public know how much local government debt has been issued, the cost of interest to support the borrowing, the purpose of the borrowing, the source of repayment, and the total outstanding balances.

Employee Compensation by Unit

The Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R) provides taxpayers with compensation information for public employees of state government, state universities, state boards and commissions, and all local units of government.

Property Tax

Property taxes are a primary source of funding for local governments. They are administered and collected by local government and used to pay for a variety of services. These summary reports provide an overview of the property taxes paid and distributed.

Redevelopment Commissions

Redevelopment Commissions are required to submit a report (not standardized at this time) for review to the Indiana Department of Local Government Finance. These reports are submitted in PDF and available via the Gateway in the form in which they were submitted.

Solid Waste Management Districts

Solid waste management districts are required to submit financial and programmatic data.

- The Report Builder section has several reports available all of which are related to taxing, budgeting, and spending of local governments.
- By clicking on the icon or on the link of the report, you will be directed to another screen which will allow you to specify and narrow your report criteria.
- We are going to click on the "Assessed Value" report.

Gateway Public Access Site - Report Example "Assessed Value"

- Generally, each type of report will have more than one report available
  - By clicking on the report, you will be directed to a screen where you can narrow your criteria and select specific units, etc.
- To find out more information regarding the data used in the report, click on the "Learn more about these data" link.
  - This link is available on each of the reports in the public site.

Gateway Public Access Site – Download Data

Download Data

While the Report Builder can provide users with information on selected units or types of units, some users will want larger quantities of data without going through the report building process. We provide multiple pipe-delimited CSV or text files that can be easily read by spreadsheet, database or statistical analysis tools and contain data for all units.

Important Notes
Because the data are financial, we wanted to ensure there would be no software translation issues with these files, so the files are pipe (|) delimited files (a pipe is the stroke generally found above the enter key on your keyboard). You will need to indicate that the delimiter is the pipe when you are importing these files into your software of choice. For example, with Excel, you can quickly transform the data using the Text-to-Columns feature.

Select a Tab to View Available Downloads

| Annual Financial Reports | Assessed Value | Budget Data |

2011-2012 Annual Financial Reports

Download this documentation in order to interpret the column headers.

Note: these are text files, so either open in your browser and then copy/paste into the software of your choice or right-click the link to save the file.

- Cash and Investments
- Disbursements by Fund and Department
- Disbursements by Fund
- Detailed Receipts
- Financial Assistance to Non-Governmental Entities
- Grants
- Township Disbursements
- Township Assistance (TA-7)

- The Download Data section provides users with large quantities of data without going through the report building process.
- Data is downloaded in a CSV or a text file.
- Annual Financial Reports, Assessed Value, and Budget Data are available for download.

Gateway Public Access Site – Download Data

Select a Tab to View Available Downloads

Annual Financial Reports | **Assessed Value** | **Budget Data**

2012-2013 Assessed Value

Download this documentation in order to interpret the column headers.

- Certification of Net Assessed Values by District (CNAV)

Assessed Value of Parcels (2002-2011)
Note: these are text files, so either open in your browser and then copy/paste into the software of your choice or right-click the link to save the file.

Agriculture
- County
- Township
- City
- School
- Library
- Special
- Redevelopment

Mining
- County
- Township
- City
- School
- Library
- Special
- Redevelopment

Industrial
- County
- Township
- City
- School
- Library
- Special
- Redevelopment

Commercial
- County
- Township
- City
- School
- Library
- Special
- Redevelopment

Residential
- County
- Township
- City
- School
- Library
- Special
- Redevelopment

Exempt 1 (code 600)
- County
- Township
- City
- School
- Library
- Special
- Redevelopment

Exempt 2 (code 700)
- County
- Township
- City
- School
- Library
- Special
- Redevelopment

Utility
- County
- Township
- City
- School
- Library
- Special
- Redevelopment

- For example, the "Assessed Value" is gross assessed value by property class and by unit type.

Gateway Public Access Site – What's Next?

- Download Data
  - The real property data submissions (PARCEL, LAND, IMPROVE, DWELLING, BUILDING, BLDDETL) will be available for download on the Gateway Public Site.
    - Once a county has been deemed compliant, their data will be available for download.
    - The download will be by county by year.
  - Statewide downloads are going to be available.
  - The auditor's tax billing data (TAXDATA & ADJMENTS) will also be available for download.

Appendix A:
New Data Compliance Checks:
Real Property

Real Property – New Data Checks

- The data review checks listed in the next set of slides are new compliance checks beginning with the <u>2013 Pay 2014 real property data submissions</u>. These checks are in addition to the current data checks.

Real Property – New Data Checks

- Effective Frontage & Effective Depth
  - Non-farmland records in the LAND file must be populated and contain numeric values in the Effective Frontage and Effective Depth fields.
- Square Feet
  - Records in the LAND file must be populated and contain a numeric value in the Square Feet field.
  - Additionally, square feet should be calculated by Effective Frontage. * Effective Depth from LAND file = Square Feet in LAND file. This check is verified by only looking at those records that are not farmland.
- Acreage
  - Records in the LAND file must be populated and contain a numeric value in the Acreage field.
  - Additionally, acreage should be calculated by square feet in the LAND file / 43,560 (number of square feet in an acre) = Acreage in LAND file.

Real Property – New Data Checks

- Legally Deeded Acreage
  - The Acreage field in the LAND file must be consistent with the Legally Deeded Acreage field in the PARCEL file.
  - *Legally Deeded Acreage field in the PARCEL file = Acreage field in the LAND file.*
- Classified AV
  - The AV Classified Land field in the PARCEL file must be consistent with the classified AV in the LAND file.
  - Acreage in the LAND file (restricted to the Classified Acreage) * $1.00 per Acre = AV Classified Land in the PARCEL file.
- Influence Factors
  - Records in the LAND file must contain valid Influence Factor Codes.
- Improvement Type Code
  - All records in the IMPROVE file must carry a valid Improvement Type Code.

Real Property – New Data Checks

- DWELLING File – Valid Codes
  - The Occupancy Code field must carry a valid code from Code List 8 - Occupancy Codes
  - The Basement Code field must carry a valid code from Code List 11 - Basement Codes
  - The Crawl Space Code field must carry a valid code from Code List 12 - Crawl Space
- DWELLING File – Valid Fields
  - Total Bedrooms field needs to be populated
  - Integral Garage field needs to be populated with a Y or N
  - Attached Garage field needs to be populated with a Y or N
  - Attached Carport field needs to be populated with a Y or N
- BUILDING File – Pricing Key Code
  - All records in the BUILDING file must carry a valid Pricing Key Code

Real Property – New Data Checks

- BUILDING File – Total Square Foot Area
  - The total square foot area of the building should be provided in square feet.
- BLDDETL File – Valid Code Types
  - All records in the BLDDETL file must carry a valid Pricing Key Code from Code List 31 – Pricing Key Codes
  - All records in the BLDDETL file must carry a valid Commercial/Industrial Improvement Use Type Code from Code List 32
- BLDDETL File – Valid Fields
  - Individually Owned field needs to be populated with a Y or N
  - Unit Size of Individually Owned Unit needs to be populated with a numeric value.
  - Number of Units needs to be populated with a numeric value.

Appendix B:
New Data Compliance Checks: Personal Property

Personal Property – New Data Checks

- The data review checks listed in the next set of slides are new compliance checks beginning with the <u>2013 Pay 2014 personal property data submissions</u>. These checks are in addition to the current data checks.

Personal Property – New Data Checks

- Federal Tax Number
  - The Federal Tax Number field in the PERSPROP file must not contain a Social Security number. Any record that follows a format similar to a Social Security number is considered.
- Property Address
  - Every field of the property address (street address, city, and zip code) needs to be populated.
  - Additionally, the zip code field must be populated with an Indiana zip code.
- Taxpayer Information – Valid Information
  - The Taxpayer Name field needs to be populated.
  - Every field of the taxpayer address (street address, city, and zip code) needs to be populated.

Contact the Department

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